



**Administrative Policies and Procedures: 16.38**

<b>Subject:</b>	<b>Face-to-Face Visitation with Dependent and Neglected and Unruly Children in DCS Custody</b>
<b>Authority:</b>	TCA 37-5-106, 37-5-112; 37-1-130; 37-2-403; TCA 37-4-201-207, P.L. 109-239 Safe and Timely Interstate Placement of Children in Foster Care Act 2006.
<b>Standards:</b>	DCS Practice Model Standards – 6-509C, 6-513C, 7-200A, 12-102, and 12-201
<b>Application:</b>	This policy applies to all DCS Employees/Private Providers.

**Policy Statement:**

All children in the custody of DCS with an adjudication of dependent and neglected or unruly and those with Interstate Compact on the Placement of Children (ICPC) involvement shall be visited and seen face-to-face on a regular basis. However, DCS supervisory discretion is permissible in special circumstances when the child's and family's' unique situation warrants it.

**Purpose:**

To establish standards for face-to-face visits between the child, family, and social service workers involved.

**Procedures:**

<b>A. Outcomes and Frequency for Face-to- Face Visits</b>	All face-to-face visitation is to be made in accordance with the Visitation Protocol.
<b>B. General Guidelines for Face-to-Face Visits</b>	<ol style="list-style-type: none"> <li>1. Face-to-face visits with children shall be made through a mix of home, placement, school, community, daycare and office visits and must be consistent with the child's safety needs. In most cases visits with children at school should be associated with prescheduled meetings. School should not be a common visitation environment.</li> <li>2. At least half of the monthly visits between the FSW and the child should occur in the child's placement.</li> <li>3. Face-to-face visits between the FSW and the child must include a private conversation with each custodial child, out of the presence of the resource parent or other caregiver. Exceptions may be made in cases of visitation with infants.</li> <li>4. A visit in which the FSW/private provider worker sees the child, caretaker and/or, Birth Parent/Guardian shall satisfy the visitation requirement for each provided that individual meetings occur with all parties.</li> <li>5. An unsuccessful visit (no one is home) does not satisfy the requirement for visitation.</li> </ol>

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	<ol style="list-style-type: none"> <li>6. Denial of visitation may not be used to manage behavior however, modifications in the visitation plan may be therapeutically necessary.</li> <li>7. All visitation plans must comply with any applicable court orders.</li> <li>8. The face-to-face visits should include individual and private conversation with each custodial child, age permitting.</li> </ol>
<p><b>C. Documentation of Supervision of Children</b></p>	<ol style="list-style-type: none"> <li>1. All case contacts and activities described in this policy must be documented in TN Kids case recordings, in compliance with DCS Policy <a href="#">31.14, Case Recordings for Foster Care, Adoption Services and Juvenile Justice Cases.</a></li> <li>2. A Face to face contacts are recorded in TNKIDS by selecting “Face to Face” as <u>contact type</u> then, select the actual person from the drop down list.</li> <li>3. Private meetings between the FSW and the child, outside of the presence of the parent or resource parent/caretaker, must be specifically documented in the case recording Narrative under the “Purpose of Contact”.</li> <li>4. Private providers must follow the guidelines established in the provider manual regarding documentation and submission of visits.</li> <li>5. Supervision of children placed in Tennessee under the auspices of Interstate Compact on the Placement of Children (ICPC) will be in accordance with this policy and will be documented in the TN-Kids System and on the DCS Form “<b>CS-0430 Quarterly Progress Report on Children in State Custody</b>”. (<i>ICPC Practices and Procedures Manual</i>)</li> </ol>
<p><b>D. Data Systems Documentation</b></p>	<ol style="list-style-type: none"> <li>1. Placement information for children/youth in DCS custody must be entered into TNKids according to best practice and in a timeframe that allows for the needs of the child/youth being placed. This includes: disruptions, move toward permanency, to a lower level placement or change in resource home.</li> <li>2. Events not documented elsewhere in TN Kids or needing fuller explanation are entered into Case Recordings which shall be recorded and completed within 30 days of date of occurrence.</li> </ol>

<p><b>Forms:</b></p>	<p><a href="#">CS-0430: Quarterly Progress Report on Children State Custody</a></p>
<p><b>Collateral documents:</b></p>	<p><a href="#">The Interstate Compact on The Placement Of Children Practices and Procedural Manual</a>  <a href="#">Visitation Protocol</a>  <a href="#">FAQ Well-Being “Printing the Health Summary from TNKIDs”</a></p>

<p><b>Glossary:</b></p>	
<p><b>Private Provider Worker:</b></p>	<p>Any employee of a Private Agency that has been contracted by the Department of Children’s Services to provide Case Management services and functions in the role as a DCS Family Service Worker.</p>

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**Health Summary** A summary of health services that have been entered into TNKIDS on an individual child. Health services are keyed into TNKIDs by the Regional SAT Coordinator. The summary includes all visits for appointments, provider information, diagnosis and medication as it has been entered into TNKIDs.